

January 8, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**TRAFFIC COURTHOUSE  
FIVE YEAR LEASE TO THE CITY OF LOS ANGELES  
1945 SOUTH HILL STREET, LOS ANGELES  
(FIRST) (4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached full service lease agreement with the City of Los Angeles (Lessee) for 6,590 square feet of office space at 1945 South Hill Street, Los Angeles, for the Los Angeles City Attorney.
1. **Authorize the Chief Administrative Office (CAO) to implement the project.**
3. Find that the Agreement is categorically exempt from the California Environmental Quality Act (CEQA).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this lease will provide for the renewal of office space for approximately 28 City Attorneys and their staff of 15 employees who serve in the prosecution of all misdemeanor cases assigned to this courthouse. Two of the first floor rooms are used for the stationing of the Los Angeles Police Department.

The City Attorney processes superior court actions, including traffic violations, misdemeanor violations, and actions previously processed by municipal courts which have been merged into one court system at this location. Most of the California Highway Patrol cases are processed in this court. Several other County Courthouses presently have similar City Attorney staffing arrangements.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we invest in public infrastructure in order to strengthen the County's fiscal capacity. The lease of office space to another public agency to serve a public need supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 2, Objective 2).

### **FISCAL IMPACT/FINANCING**

The County anticipates receiving rental proceeds in the amount of \$595,200, plus any annual adjustments after the second year to the Consumer Price Index, over the term of the lease. Additional revenues for parking of up to \$105,000 are also anticipated over the term of the lease.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The terms, conditions and rental rate contained within the lease are based on a market evaluation of comparable office space in the immediate and surrounding area. The proposed full service lease (the County is responsible for maintenance, utility, and custodial expenses), will provide 6,590 square feet of office space at an annual base rental of \$119,040, which includes 18 underground parking spaces. Additional parking will be provided to the City at the rate of \$50 per month per space, not to exceed a total of 35. The lease contains an option to extend for an additional five years, subject to the same terms and conditions. The County will perform some deferred maintenance in the lease premises and within six months of approval will paint the demised premises, replace missing ceiling tiles, clean the air ducts, and repair and maintain the air conditioning system.

### **ENVIRONMENTAL DOCUMENTATION**

The leasing of office space to the City of Los Angeles is categorically exempt from CEQA, as specified in Class 1, Section r of the revised Environmental Document Reporting Procedures and Guidelines adopted by your Board.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The lease renewal will continue to provide the City Attorney with office space for the administration of traffic laws and other court ordered services.

## **CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors forward copies of the adopted Board letter, including the executed lease agreement, to the copy distribution departments indicated below, and return six originals of the executed lease and one adopted, stamped copy to the CAO, Real Estate Division, 222 South Hill Street, 3<sup>rd</sup> Floor, Los Angeles, CA 90012.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SNY  
CWW:MLT:kh

Attachment

c: County Counsel  
Auditor-Controller  
City of Los Angeles